

Table of Contents

| | |
|--------------------------------------------------------------------------------------|------|
| Introduction | iv |
| Chapter 1 – Getting Started | |
| Logging On to Resumix | 1-1 |
| Logging On to CPDSS | 1-3 |
| Chapter 2 – Sending the RPA to Resumix | |
| Procedures for Sending RPA to Resumix | 2-1 |
| Resumix Data Fields | 2-4 |
| Chapter 3 – Creating and Maintaining the Resumix Requisition | |
| Reviewing the Recruiter's Desktop Window | 3-1 |
| Requisition Window | 3-2 |
| Toolbar | 3-3 |
| Select an Existing Requisition | 3-4 |
| Tabs | |
| Detail | 3-6 |
| Tracking | 3-13 |
| Custom | 3-16 |
| Notes | 3-20 |
| Resume Search | 3-21 |
| Copying a Requisition With a New Name | 3-22 |
| Tab - Overview | 3-23 |
| Creating a Requisition Outside of Modern DCPDS | 3-24 |
| Chapter 4 – Job Analysis and Job Analysis Promotion Plan Template Development | |
| Overview of Job Analysis Promotion Plan Window | 4-1 |
| Toolbar | 4-3 |
| Template Naming Convention | 4-4 |
| Choosing a Career Program | 4-4 |
| Template Status | 4-5 |
| Opening an Existing Job Analysis Promotion Plan Template | 4-6 |
| Filtering Templates | 4-7 |
| Changing the Status of the Template | 4-8 |
| Creating a Job Analysis/Job Analysis Promotion Plan Template Report | 4-9 |
| Choosing A Template Element | 4-12 |
| External Recruitment (Opt 9) | 4-13 |
| OR and AND Logic | 4-16 |
| Saving the Job Analysis Promotion Plan Template | 4-18 |
| Entering Template Notes | 4-18 |
| DEU Recruitment – (Opt 9) and (Vet) | 4-19 |
| OR and AND Logic | 4-22 |
| Saving the Job Analysis Promotion Plan Template | 4-25 |
| Entering Template Notes | 4-25 |
| Archiving a Template | 4-25 |
| Restore Archived Template | 4-25 |
| Internal Recruitment | 4-26 |
| OR and AND Logic | 4-28 |
| Saving the Job Analysis Promotion Plan Template | 4-30 |
| Entering Template Notes | 4-30 |
| Viewing and E-mailing the Job Analysis Report | 4-31 |

Table of Contents

| | |
|------------------------------------------------------------------------|------|
| E-mailing the Job Analysis/Job Analysis Promotion Plan Template Report | 4-33 |
| Attachment 1 – Job Analysis Promotion Plan Element Descriptions | 4-36 |
| Attachment 2 – Job Analysis Promotion Plan Template AND/OR Logic | 4-39 |

Chapter 5 – Resume Searches

| | |
|------------------------------------------------|-----|
| Reviewing the Recruiter’s Desktop Window | 5-1 |
| Reviewing the Resume Search Window | 5-2 |
| Renaming and Creating the Resume Search | 5-4 |
| Searching for Candidates Using Self-Nomination | 5-5 |
| Viewing Resume Match Window | 5-6 |

Chapter 6 – Creating the Candidate Referral Roster (CRR)

| | |
|--------------------------------------------------------------------------------------------------------|------|
| Review of CRR Window | 6-1 |
| Candidate Referral Roster (CRR) Tool Bar | 6-1 |
| Locating a CRR | 6-5 |
| Filtering CRRs | 6-5 |
| Sorting CRRs | 6-6 |
| Opening a CRR | 6-6 |
| Deleting a CRR | 6-7 |
| Closing a CRR | 6-7 |
| Archiving a CRR | 6-7 |
| Restore Archived CRR | 6-8 |
| Transferring a CRR | 6-8 |
| Viewing CRR Properties | 6-9 |
| Filtering a CRR | 6-10 |
| Finding a Candidate | 6-10 |
| Inverting the Candidate Selection | 6-11 |
| Roster Report Command | 6-12 |
| Capturing (Importing) the Resumix Match List | 6-13 |
| Importing with Resumix Open | 6-13 |
| First Time CRR Pull | 6-13 |
| Subsequent Pulls to a CRR | 6-14 |
| Importing without Resumix Open | 6-16 |
| Searching for Special Placement Consideration Candidates | 6-19 |
| The “Select Job Analysis Promotion Plan Template, Tiebreaker/Sort Options and Error Processing” window | 6-21 |
| Previewing the Job Analysis Promotion Plan Template | 6-21 |
| Tie-Breaker/Sort Option | 6-22 |
| Internal Placement | 6-22 |
| External/DEU Recruitment | 6-22 |
| Import Options | 6-23 |
| Error Processing | 6-24 |
| Import Process | 6-25 |
| Importing on the Desktop | 6-25 |
| Database Connection Statuses | 6-25 |
| Colors of CRR Screen | 6-26 |
| To Abort an Import | 6-26 |
| Batch Processing | 6-27 |
| Stages of the Import | 6-27 |
| Details Window | 6-28 |
| Ranking a CRR | 6-29 |
| Re-Importing Candidate(s) | 6-30 |
| Viewing Candidate Properties-Determining Qualifications | 6-31 |
| Resume Summary and Resume Text | 6-32 |

Table of Contents

| | |
|-------------------------------------------|------|
| Special Placement Consideration | 6-32 |
| Tracking Codes | 6-33 |
| Training | 6-33 |
| Job Analysis Promotion Plan Information | 6-33 |
| Acquisition | 6-34 |
| Appraisal | 6-34 |
| Annotated Score | 6-34 |
| Awards | 6-35 |
| Demo Data | 6-35 |
| Education | 6-35 |
| Experience Summary | 6-36 |
| General/Time in Grade (TIG) | 6-37 |
| Penalties and Restrictions | 6-38 |
| Candidate Referral Roster Column Headings | 6-39 |
| Customizing the CRR | 6-41 |
| Annotate Score | 6-42 |
| Adding/Changing Tracking Codes | 6-44 |
| Sending Tracking Codes to Resumix | 6-46 |
| Invalidating Tracking Codes | 6-47 |

Chapter 7 – Generating a Referral Certificate/Package

| | |
|-------------------------------------------|------|
| Overview of Certificate Options Tabs | 7-1 |
| General | 7-1 |
| Options | 7-2 |
| Certificate Types | 7-3 |
| Notes and Remarks | 7-4 |
| Generating a Referral Certificate/Package | 7-5 |
| Sending the Package Electronically | 7-7 |
| Return of the Referral Certificate | 7-8 |
| Hiring the Applicant - Updating Resumix | 7-9 |
| Decision/Accept | 7-11 |
| Archiving the CRR | 7-15 |

Appendix A - CPDSS Tracking Codes

| | |
|----------------|-----|
| Tracking Codes | A-1 |
|----------------|-----|

Appendix B - Work-Arounds

| | |
|------------------------------------------------|-----|
| Self-Nomination with More Than 1000 Candidates | B-1 |
|------------------------------------------------|-----|

Appendix C - Resumix Recruiter's Desktop

| | |
|--------------------------------------|-----|
| Navigation Bar Menu Icons | |
| Requisition | E-1 |
| Resume | E-1 |
| Personal | E-2 |
| Help | E-3 |
| Host Menu Bar | E-3 |
| Exiting Recruiter's Desktop | E-3 |
| Changing the Resumix Password | E-4 |
| Using Personal Options | |
| Organizing Your Work with My Folders | E-5 |
| Customizing Layout with My Options | E-8 |

Appendix D – Experience History Maintenance

| | |
|----------------------------------------------------|-----|
| Overview of the Experience History Maintenance | F-1 |
| Logging on to Experience History Maintenance (EHM) | F-1 |

Table of Contents

| | |
|------------------------------|-----|
| Finding a Candidate | F-1 |
| Adding Experience | F-5 |
| Editing Experience | F-7 |
| Deleting Experience | F-8 |
| Printing an Experience Brief | F-9 |